

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Spreadsheet: LibreOffice Calc (Part-9)
[Formatting Cells contd. and
AutoCorrect Options]

Date: 26-05-20

Date and time:

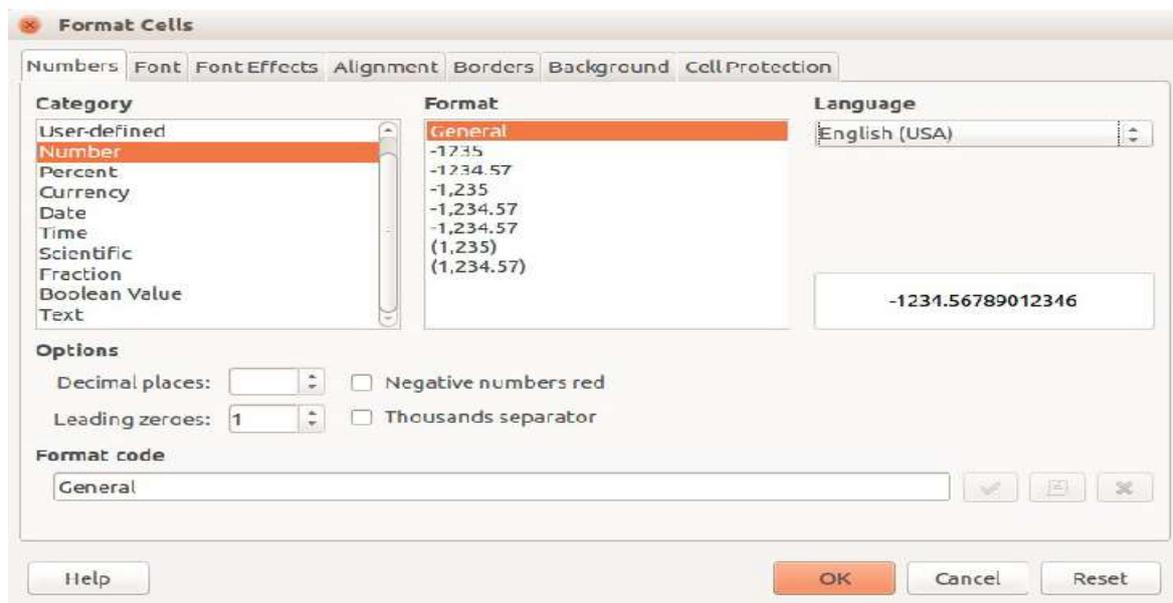
Select the cell and type the date or time. We can separate the date elements with a slash (/) or a hyphen (-) or use text, for example 10 Oct 2012. The date format automatically changes to the selected format used by Calc.

When entering a time, separate time elements with colons, for example 10:43:45. The time format automatically changes to the selected format used by Calc.

To change the date or time format used by Calc, use one of the following methods.

Method 1:

- 1) With the cell selected, right-click on the cell and select **Format Cells** from the context menu, or go to **Format > Cells** on the Menu bar, or use the keyboard shortcut *Ctrl+1*, to open the **Format Cells** dialog.
- 2) Make sure the **Numbers** page is selected, then select *Date* or *Time* from the *Category* list.
- 3) Select the date or time format you want to use from the *Format* list. Click **OK**.



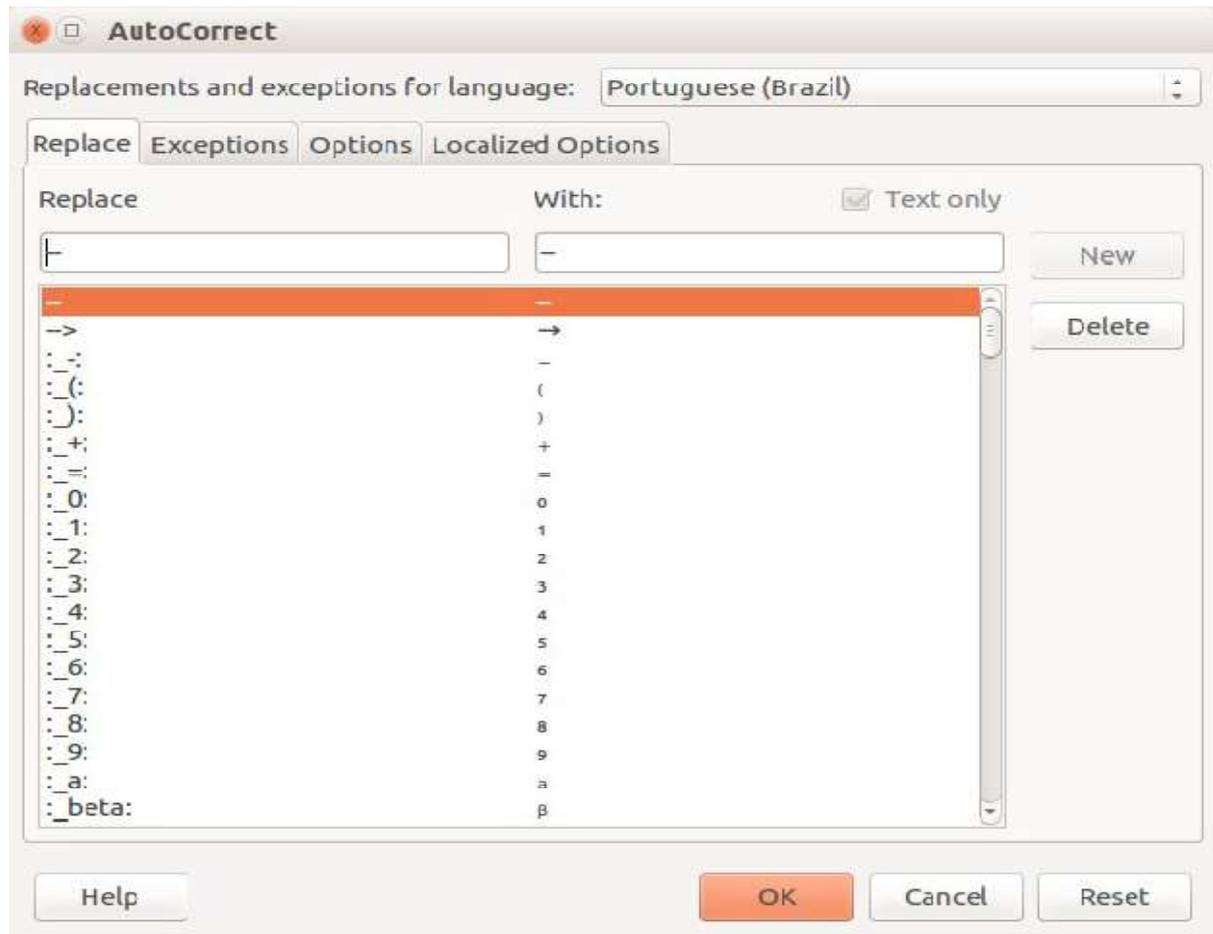
Method 2:

- 1) With the cell selected, open the Sidebar (**View > Sidebar**) and (if necessary) click the **Open Panel (+)** icon on the **Number Format** panel.
- 2) Select **Date** in the **Category** list box.
- 3) Click the **More Options** button in the panel title bar to open the **Format Cells** dialog.
- 4) Select the date or time format you want to use from the *Format* list. Click **OK**.

Auto-Correction options:

Calc automatically applies many changes during data input using auto-correction, unless we have deactivated any autocorrect changes. We can also undo any auto-correction changes by using the keyboard shortcut *Ctrl+Z* or manually by going back to the change and replacing the auto-correction with what you want to actually see.

To change the autocorrect options, go to **Tools > AutoCorrect Options** on the Menu bar to open the **AutoCorrect** dialog.



Replace:

Edits the replacement table for automatically correcting or replacing words or abbreviations in the document.

Exceptions:

Specify the abbreviations or letter combinations that you do not want LibreOffice to correct automatically.

Options:

Select the options for automatically correcting errors as you type and then click **OK**.

Localized options:

Specify the AutoCorrect options for quotation marks and for options that are specific to the language of the text.

Reset

Resets modified values back to the LibreOffice default values.

Deactivating automatic changes:

Some AutoCorrect settings are applied when you press the spacebar after you enter data. To turn off or on Calc AutoCorrect, go to **Tools** on the Menu bar and deselect or select **AutoInput**.

Assignments:

- A. Format cells so that the date should be filled in the form of slash (/) (for example 26/05/2020)?
- B. How can we use auto-correct option in the spreadsheet?